

## Rules of procedure for the exam

### 1. Introduction

The regulations apply to all written examinations at all campuses at Luleå University of Technology, as well as the study centers approved by Luleå University of Technology to hold written examinations.

The purpose of the regulations is to prevent cheating and disruptive behavior during written examinations, in order to ensure that they proceed in a legally secure manner.

### 2. General information

During an ongoing examination, the invigilators instructions and regulations must be strictly observed. It is each student's obligation to comply with the various control measures that the invigilators apply in accordance with the regulations. If these are not complied with, it is sufficient reason to cancel the examination.

### 3. Personal belongings

The invigilator determines where bags, overcoats, pencil cases and other personal effects must be left.

### 4. Mobile phones and other electronic equipment

Mobile phones and other electronic equipment, as well as other personal belongings, must be kept in the student's bag or jacket or left with the invigilator. Mobile phones and other electronic equipment, including all alarms, **must** be switched off during the examination. Exceptions apply to electronic devices that are assistive devices for disability, such as a hearing aid.

### 5. Taking part in the examination

- The invigilator shows students to their places in the examination room.
- A registered student who arrives at the examination room later than 45 minutes after the appointed time will lose his/her place. No student may leave the examination room during the first 60 minutes of each examination.
- If a student has not registered for the examination, the student can only take the examination if there is a vacant place. The student must submit a registration certificate and a performance certificate and may enter the examination room no earlier than 45 minutes after the examination has started, but no later than 60 minutes.
- Marked rough paper and examination papers are supplied when the examination starts. The invigilator hands out the papers. No other paper may be used.
- Toilet visits take place after permission from invigilator at the designated toilet.

### 6. ID-check

In order to participate in the exam, the students must have identified himself or herself with the help of a valid ID document with a photograph and signed the attendance list. Approved ID documents are:

- Passport
- Swedish national ID card
- Swedish driving license
- Swedish SIS-marked ID card or ID card issued by government agency
- Citizens of an EU-/EES country without a Swedish social security number can use a national ID card
- LTU card

## 7. Aids

Only aids that are stipulated for the examination are allowed. Students must show any papers and aids to the invigilator on request.

## 8. Students are not allowed to talk during examination

Order and silence shall prevail in the examination room. If there is any unauthorized communication in the examination room between examinees, or attempt at such, the invigilator has the right to immediately send out any person or persons who violate the regulations.

## 9. Handing in examination papers

The student fills in all required information on the cover page in ink. In digital exams, submission takes place in the digital tool. A valid ID must be presented when the examination papers are handed in. When the examination time has ended, the student is no longer allowed to answer the exam questions. Submitted exams are assessed and results are reported in Ladok.

## 10. Disciplinära åtgärder

A student who, despite being told by the invigilator, interferes with, or obstructs the conduct of the exam or does not follow instructions may be asked to immediately cancel the writing and is obliged to leave the writing room. In the event of disruption or obstruction of the conduct of the test, this must be reported to the vice-chancellor or to the vice-chancellor delegated <sup>1</sup>.

If the invigilator suspects that the student is in possession of unauthorized aids, the student must show the object.

In case of violation of the rules of order or suspicion of attempted deception in tests (cheating), this must be reported to the vice-chancellor or to the vice-chancellor delegated <sup>2</sup>.

## 11. In case of fire alarms

1. Leave all materials on the table.
2. Leave the room.
3. Go to reassembly point.
4. After approval to re-enter the premises, the student must decide whether the exam should be handed in and corrected according to routine or cancel the exam. Students who cancel the exam are offered a new examination, normally no later than within 14 days and within semester time.

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<sup>1</sup> See Guidelines for handling disciplinary matters at Luleå University of Technology

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